

The appeal must be filed in writing with the sponsor and a copy sent to ANSI. A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported to the canvass list and ANSI.

Standards shall be responded to in accordance with the policy of the sponsor (see 2.2.3). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

#### **B.8 Requests for interpretation of standards**

Written inquiries requesting interpretation of the sponsor's approved American National

## Annex C

### Standards boards, standards planning panels, and ExSC committees

#### C.1 Standards boards

A standards board is a standing organization within ANSI having planning and coordination responsibilities on a continuing basis for a defined scope of, under the purview of, and advisory to, the Executive Standards Council (ExSC).

##### C.1.1 Establishment of standards boards

Standards boards are established by and operate within a scope assigned by the ExSC. Every effort will be made to minimize the number of standards boards.

The establishment of a standards board may be requested by any directly and materially affected person. Notice of the request to form a board shall be published in *Standards Action* with a call for comment. The ExSC shall consider the request and the comments received and, based on the following, shall determine whether a standards board should be established:

- a) need for the proposed standards board;
- b) relationship to existing planning and coordination activities;
- c) scope of the proposed area of activity;
- d) extent of standardization activities, current and anticipated;
- e) interest and willingness of concerned interests to participate in and cooperate with the standards board.

Each standards board should be of such size and scope as to promote prompt attention to and coordination of standards development programs. Notice of the establishment of a new standards board shall be published in *Standards Action* with advice that requests for membership be directed to the ExSC.

##### C.1.2 Scope

The scope of a standards board and any modification of it recommended by the board itself shall be submitted to the ExSC for approval.

#### C.1.3 Functions

In addition to those responsibilities identified elsewhere in these procedures, in the *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO (ANSI International Procedures)*, and the activities delegated to it by the ExSC, each standards board shall have the following responsibilities within the scope assigned to it by the Executive Standards Council:

- a) establish overall planning and coordination responsibilities regarding both national and international standards activities;
- b) establish and maintain mechanisms to ensure familiarity with the ongoing standards activities of the ISO and IEC and for effective coordination of domestic and international activities, the establishing of appropriate liaisons with U.S. Technical Advisory Groups for ISO TCs and SCs of interest, with the U.S. National Committee (USNC) Executive Committee, and with related U.S. Technical Advisors and U.S. Technical Advisory Groups for IEC TCs and SCs of interest;
- c) develop and maintain status reports of on-going standardization activities and notify appropriate standards developers, and cognizant U.S. ISO and IEC interests of existing potential conflicts and overlapping activities;
- d) contribute to and utilize its portion of ANSI's project registration activity;
- e) plan standards activities to ensure that the need for standards (including regulatory standards) are identified and addressed through the voluntary system;
- f) stimulate the work of standards developers so that such work is completed expeditiously and is timely and adequate;
- g) encourage all organizations engaged in U.S. standards-writing activities to obtain ANSI accreditation and to operate within the American National Standards system;

h) review the standards activity of applicants for accreditation and the initiation of new standards activities by accredited standards developers;

i) review the relevant qualifications of applicants for accreditation as ISO U.S. Technical Advisory Group Administrators, recommend approval to the ExSC of TAG Administrators and membership lists for ISO U.S. Technical Advisory Groups and recommend the U.S. TAG to the ExSC for accreditation. Review the relevant qualifications of applicants for IEC U.S. Technical Advisory Group Administrators and, where appropriate, recommend TAG Administrator assignment for IEC Technical Advisory Groups to the USNC/IEC Executive Committee;

j) recommend to the cognizant authority, the addition of directly or materially affected interests to the Technical Advisory Group rosters for ISO and IEC TAGs;

k) encourage resolution of conflicts and coordination with the goal of achieving a single consistent set of American National Standards harmonized as much as possible with the corresponding international standards. Report coordination problems to ExSC;

l) review canvass lists for candidate American National Standards, and recommend the addition of directly and materially affected interests not already participating;

m) in accordance with clause 4 of the *ANSI Procedures* approve requests for extensions and recommend the withdrawal of standards;

n) advise other ANSI boards, councils and committees, as necessary, on national and international voluntary standards policies, procedures, and issues, and coordinate areas of mutual concern

o) consider suggestions regarding *ANSI Procedures for the Development and Coordination of American National Standards* and transmit them, with recommendations, to the ExSC;

p) recommend to the cognizant authority the formation of the appropriate mechanism to allow for U.S. involvement in the work of the relevant ISO or IEC Technical Committee or Subcommittee, or both;

q) submit recommendations to the appropriate standards developer or ANSI body (e.g., ExSC, IAC, BSR) concerning coordination of national and international standards activities; compliance with *ANSI Procedures* and the *ANSI International Procedures* or other relevant actions.

A standards board shall not itself develop standards, establish standards developing committees, nor serve as secretariat for an Accredited Standards Committee. Standards boards do not have authority over the activities of Accredited Standards Developers and serve in a purely advisory capacity.

#### **C.1.4 Organization**

Each standards board shall consist of a chair, one or more vice-chairs, a secretary, and members.

##### **C.1.4.1 Term of office**

The initial chair and one or more vice-chairs of the standards board shall be appointed by the ExSC for a one-year term; thereafter, they shall be elected by the standards board from the membership for two-year terms. The chair and any vice-chairs may serve for a total of two consecutive two-year terms. The secretary shall be a member of the ANSI staff and shall have no vote.

##### **C.1.4.2 Nominations and elections**

Not later than September 1 of alternate years, the chair of each standards board shall appoint a nominating committee of not less than three members from among the voting membership of the board for the purpose of nominating, from the voting membership, candidates for officers for the following calendar year. The nominating committee shall report to the secretary of the standards board by October 1. The secretary shall notify the standards board of the nominating committee's report and shall indicate that five or more voting members may make additional nominations from the voting membership of the board for submittal to the secretary by November 10 of the same year. The secretary of the board shall mail to each voting member a ballot containing the names of all candidates, those submitted by the nominating committee being so indicated. The candidates receiving a plurality of the votes cast shall be declared elected.

#### **C.1.4.3 Membership**

Membership on standards boards shall consist of persons (organizations, companies, government agencies, individuals, etc.) directly and materially affected by the activities of the board and shall (except by special action) be members of ANSI.

Such persons may include:

- a) accredited standards developers having standards activities within the scope of the standards board;
- b) standards users such as regulatory agencies, organizations, and companies;
- c) individuals;
- d) other interests, as needed;
- e) liaison with other ANSI boards, councils, and committees.

There shall be no dominance by any single interest category. All members are subject to approval by the ExSC upon recommendation by the standards board.

Members (other than individuals) shall designate a representative, and may designate alternates where necessary, who shall serve at the discretion of the member, subject to replacement at any time. Each member shall have one vote that shall be cast by the representative or, in the absence of the principal representative, by the alternate. No individual shall represent more than one member. The standards board membership list (including the scope, officers, members, and names and affiliations of representatives and alternates) shall be transmitted to the ExSC annually.

#### **C.1.4.4 Observers<sup>6)</sup>**

Organizations, governmental bodies, companies, and individuals may apply to the Executive Standards Council for acceptance as observer members of a standards board. Observers shall be kept advised of the activities of the board, may attend meetings, and may offer advice and guidance. Observers shall have no vote.

#### **C.1.4.5 Subgroups**

Standards boards may organize subgroups as necessary. The scope, membership, functions, and reporting mechanism of subgroups shall be defined by the standards boards. The chair and vice-chair of the standards board shall be chair and vice-chair of the board's executive committee, if one exists.

#### **C.1.5 Meetings**

Standards boards shall meet at least once a year and may meet more often at the discretion of the chair or upon petition by five or more members.

Notice of the time and place of each meeting and an agenda of the principal items to be considered shall be distributed to the members, representatives, and alternates at least four weeks in advance of any meeting. Final action shall not be taken at any meetings on matters not specified in the agenda. Proposed action on new business may be submitted to letter ballot of the entire board by approval of a majority of those present at the meeting.

The presence of at least half the voting members on the board shall constitute a quorum at meetings.

##### **C.1.5.1 Voting at meetings**

The board shall act by a majority vote of the members present or represented at any meeting at which a quorum is present, provided that the vote favoring action is not less than 33% of the total board membership. In the absence of a quorum or approval by at least 33% of total board membership, proposed actions may be submitted to letter ballot of the entire board by approval of a majority of those present.

##### **C.1.5.2 Minutes**

The secretary of the standards board shall prepare minutes of standards board meetings. Subject to approval by the standards board, the minutes shall stand as official records of the actions taken at meetings. The minutes shall be distributed to the standards board members, the ExSC, observers, others attending the meetings, and, upon request, to other interested persons.

<sup>6)</sup> Contact ANSI for fee schedule.

### **C.1.6 Letter ballots**

The standards board by majority vote at a meeting (C.1.5.1), or the chair of the standards board may authorize letter ballots. The chair shall authorize a letter ballot on the request of five or more board members.

All members or representatives shall exercise their voting privileges within prescribed time limits. The results of all letter ballots shall remain confidential to the officers of the standards board until the ballot has been closed.

Letter ballots shall be closed one month following the date of issue, unless an extension is authorized by the chair. When the ballot has been closed, the secretary shall forward the ballot tally to the chair, who shall determine whether consideration of any view or objection shall be by telephone, correspondence, or at a meeting. If the Chairperson determines that the ballot shall be discussed at a meeting, the ballot results, including any objections and other relevant information, shall be provided to the standards board. All views and objections accompanying votes shall be carefully considered, resolution attempted, and final disposition of the ballot taken at the meeting. If resolution is to be considered by correspondence, all views and objections accompanying votes, as well as all attempts toward resolution, shall be provided to the standards board in the form of a 14-day recirculation ballot. This ballot shall provide all members with an opportunity to change their original votes based on the ballot results. If comments or objections are to be considered by telephone, any agreements or changes in votes are to be documented in writing by the commenter. The final ballot results shall be reported to all concerned.

Action by letter ballot requires approval by at least two-thirds of those returning ballots, excluding abstentions, and must represent at least a majority of the board.

When a member fails repeatedly to return ballots by the ballot due date, the member shall be advised and questioned relative to continued participation on the standards board. The ExSC shall take appropriate action on cases referred to it by a standards board.

### **C.1.7 Reports to the Executive Standards Council**

By March 1, each standards board shall submit to the ExSC a list of current officers and members and an annual report summarizing its activities for the previous year. The annual report shall review the activity and projects of standards developers whose standards fall within the scope of the standards board and shall include plans of the standards board for the next twelve months with particular attention to the standards requiring action because of their five-year review status.

### **C.1.8 Dissolution of standards boards**

The ExSC may disband a standards board on its own initiative or upon request from the standards board.

## **C.2 Standards planning panels**

Standards planning panels are ad hoc groups formed by the ExSC to address the needs and coordination of standards in areas not covered by standards boards or where several standards boards have an interest.

### **C.2.1 Establishment of ANSI standards planning panels**

The Executive Standards Council shall be responsible for the establishment of standards planning panels (SPP). ExSC consideration of the establishment of an SPP shall be based on the proposed title, scope and purpose of the proposed SPP and its need vis-à-vis standards boards or other ExSC committees. It shall also include an evaluation of the necessity of establishing such a panel, based in part on the reaction of concerned interests, the national needs, coordination with other activities, and the resources and priorities of ANSI and its members. A standards planning panel shall be established for a two-year term, renewable upon demonstration of sufficient need.

### **C.2.2 Organization of a standards planning panel**

Following the ExSC authorization for the establishment of a standards planning panel with its initial title, scope, purpose, length of time within which to complete the identified

purpose, and proposed membership, the ExSC shall announce its intent to form an SPP in ANSI's *Standards Action*. The ExSC shall appoint the members on the basis of their ability to make a major contribution to the functions of the panel. Requests for new membership shall be referred to the ExSC. The ExSC shall appoint the initial chair of the SPP (1-year term) and the SPP itself shall thereafter elect from its members the subsequent chairpeople (1-year terms) by majority vote. The secretary shall be assigned from ANSI staff and shall have no vote.

### **C.2.3 Functions of a standards planning panel**

A standards planning panel shall not itself write standards but shall (within its scope and purpose):

- a) define the problem(s);
- b) determine whether standards can solve or help solve the problem(s);
- c) identify the subject and scope of needed standards;
- d) determine priorities for the development of needed standards;
- e) determine whether standards projects are already underway covering the scope of needed standards;
- f) coordinate the actions of standards developing organizations undertaking such projects;
- g) develop a schedule for the timely development and promulgation of needed standards.

The ExSC shall disband a standards planning panel upon completion of its task.

### **C.2.4 Actions of a standards planning panel**

Actions of a standards planning panel shall be by majority vote of the full membership. Actions or inactions may be appealed to the Executive Standards Council.

### **C.2.5 Reports**

A standards planning panel will report to the Executive Standards Council at least annually

or upon request from the ExSC. This report may include a request for the SPP to remain in existence for an additional two year term, upon demonstration of sufficient need. When a standards planning panel disbands, a final report shall be submitted to the ExSC. This report should summarize the accomplishments of the standards planning panel and make recommendations relative to the disposition of any additional work identified.

## **C.3 ExSC committees**

The Executive Standards Council may establish committees as needed to address specific and immediate planning and coordinating issues. The scope, membership, functions, and reporting mechanism of ExSC committees shall be defined by the ExSC.

The chair of the ExSC shall appoint the committee chair and members, with the approval of the ExSC.

### **C.3.1 Functions**

An ExSC committee shall function within the scope and purpose assigned by the Executive Standards Council.

### **C.3.2 Notification**

Notice of the creation of an ExSC committee shall appear in *Standards Action* for comment.

## **C.4 Appeals**

Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by a standards board, standards planning panel or ExSC committee have the right to appeal to the ExSC within thirty days following notification of specific action, or at any time with respect to inaction.

The appeal shall be in writing and shall include a statement as to why the action should be modified or taken. The ExSC shall hear the appeal at its earliest practicable meeting after the date of request for appeal. The appellant and others concerned shall be notified of the hearing at least fifteen working days in advance of the date set for hearing the appeal.

The ExSC having heard an appeal may take action in accordance with the voting requirements given in the operating procedures of the Executive Standards Council. The secretary of the ExSC shall promptly notify the appellant and others concerned of the Council's decision. Any action or inaction of the ExSC may be appealed to the ANSI Appeals Board.

#### **C.5 ExSC review**

The ExSC shall annually review all standards boards, standards planning panels and ExSC committees to determine the need to continue, redirect, or disband them and to review their membership and scope. As part of this review, the ExSC may require written reports, as necessary. Where appropriate, meetings may also be arranged to accomplish this review.

## **Annex D**

### **Standards advisors**

#### **D.1 General**

In standardization fields not covered by existing standards boards, ExSC committees or standards planning panels, the ExSC may appoint individuals to serve as standards advisors, each of whom would have competence in one or more technical areas of standards development, application and coordination. Standards advisors will be called on to advise ExSC, other ANSI boards or councils, and ANSI staff with regard to matters of coordination, harmonization, standards needs, etc. Advisors shall not be responsible for making

*decisions in standards issues, but shall serve, rather, as information sources.*

#### **D.2 Appointment of standards advisors**

Standards advisors are appointed by the ExSC on the basis of individual qualifications including experience, technical competence, impartiality, diplomatic abilities, knowledge of the voluntary consensus system, etc. Standards advisors shall be appointed for a term of three years, and shall be eligible for reappointment for three consecutive terms.



## **Annex E**

### **The three methods of consensus development**

Three methods have been accepted by ANSI to determine the existence of consensus. The three methods of consensus ensure openness and due process consistent with the ANSI procedures and are deemed to be equivalent in their final results. The general aspects of each method are described below.

#### **E.1 Accredited organization method**

The organization method is most often used by associations and societies that have, among other activities, an interest in developing standards. Although participation on the consensus body is open to all interested parties, members of the consensus body often participate as members in the association or society. The organization method is the only method of consensus development in which the standards developer must develop its own operating procedures. These procedures must meet the general requirements of 2.2 of the *ANSI Procedures*. By choosing to use this method, flexibility is provided, allowing the standards developer to utilize a system that accommodates its particular structure and practices.

#### **E.2 Accredited standards committee method**

Accredited standards committees are standing committees of directly and materially affected interests created for the purpose of developing a document and establishing consensus in support of this document for submittal to ANSI. The committee method is most often used when a standard affects a broad range of diverse interests or where multiple associations or societies with similar interests exist. The committee

serves as a forum where many different interests, without a common membership in an organization or society, can be represented. Accredited standards committees are administered by a secretariat, an organization that takes the responsibility for providing administrative oversight of the committee's activities and ensuring compliance with the pertinent operating procedures. An accredited standard committee may adopt the procedures provided in annex A of the *ANSI Procedures*, or may develop its own operating procedures consistent with the requirements of 2.2 of these procedures.

#### **E.3 Accredited canvass method**

The canvass method is most often used by smaller trade associations or societies that have documented current industry practices and wish to have these standards recognized nationally. Most canvass developers are responsible for less than five standards each. A standards developer using the canvass method identifies, to the extent possible, those who are directly and materially affected by the activity in question and conducts a letter ballot or "canvass" of those interests to determine consensus on a document. Additional interest in participating on a canvass is sought through an announcement in *Standards Action*. Although canvass developers provide ANSI with internal procedures used in the development of the draft American National Standard, the due process used to determine consensus begins after the draft standard has been developed. Standards developers using the canvass method must use the procedures provided in annex B of the *ANSI Procedures*.

## Annex F

### ANSI Procedures for Synchronization of the National and International Standards Review and Approval Processes

#### F.1 Introduction

When it is the desire of an accredited standards developer and accredited Technical Advisory Group (TAG) to participate in the development of an International Standard with the intention of processing the ISO or IEC standard as an American National Standard, the following procedures may be used in order to ensure that the national and international review and approval processes are synchronized to the greatest extent possible. The use of the procedures for synchronization of national and international standards is voluntary and an accredited standards developer and/or an accredited TAG may cease the processing of a draft American National Standard under these procedures at any time by providing written notification to ANSI.

The American National Standard shall adopt in whole the International Standard, but may have an American National Standard cover. It may also include an appropriate explanatory foreword identifying the accredited standards developer that processed the standard as an American National Standard and listing its membership at the time of the standard's adoption. Any references contained in the International Standard are primary and must remain unchanged in the American National Standard. However, an accredited standards developer may submit in the foreword or another non-normative part of the American National Standard a list of standards which the accredited standards developer has determined to be technically equivalent to the referenced International Standards. Similarly, the accredited standards developer may include a list or conversion table of American units of measure equivalent to those in the International Standard.

NOTE — The ISO or IEC designation may only be used in the designation of the American National Standard if there are no deviations from the International Standard.

#### F.2 Processing of draft standards as national and international standards

Specific procedures to be followed are:

- a) as soon as the determination is made that a given international project/standard will be a candidate for approval as an American National Standard, the appropriate USA TAG and the ANSI accredited standards developer shall notify ANSI. This notification shall include a PINS form for announcement in *Standards Action* and authorization for ANSI staff to submit the Committee Draft (CD) and Draft International Standard (DIS) texts for national public review at the appropriate times;
- b) since technical changes can most readily be accommodated at the time of the international CD ballot, the initial ANSI public review shall occur at this time. When the CD is circulated for ballot, the responsible ANSI staff person will complete a BSR-8 form and the CD will be announced in *Standards Action* for a two-month public review period. This action shall be taken immediately in order to permit the national and international comment/ballot periods to coincide. The *Standards Action* announcement shall request that comments be sent to the USA TAG Administrator, with copies to the accredited standards developer and the ANSI BSR center. Comments received within the specified national comment period shall be considered by the USA TAG and the TAG shall notify the commentors as to the disposition of their comments. The TAG shall attempt to resolve all comments, working with the accredited standards developer. It is recognized that comments may be received during the public review period but after the TAG has formulated the U.S. position on the CD. Any such comments will be considered when the TAG is formulating its position on a subsequent CD or on the DIS. The same procedure will

apply in the event of subsequent CD ballots;

c) when the International DIS is circulated for ballot, ANSI staff will initiate another national two-month public review period, similar to that of step b) above. The same procedures will apply to subsequent DIS ballots;

d1) upon completion of the DIS ballot, if it is determined that the published International Standard will not differ substantively from the DIS text, the accredited standards developer shall submit a BSR-9 form with the normal consensus documentation required for the formal submittal of a candidate American National Standard. The BSR-9 form shall state that the published International Standard is to be adopted in whole as an American National Standard;

-or-

d2) upon completion of the DIS ballot, if it is determined that the published International Standard will differ substantively from the DIS text, the accredited standards developer shall submit the proposed text of the International Standard to ANSI accompanied by a BSR-8 form, and another two-month national public review period shall be conducted. After the public review, the accredited standards developer shall submit a BSR-9 form with the normal consensus documentation required for the formal submittal of a candidate American National Standard. The BSR-9 form shall state that the published International Standard is to be adopted in whole as an American National Standard.

### **F.3 Guidelines for using the ANSI Procedures for Synchronization of National and International Standards Review and Approval Processes with the canvass method**

The following guidelines serve as an explanation of how the ANSI Procedures for Synchronization of the National and International Standards Review and Approval Processes are applied when an accredited standards developer operating under the canvass method, and an Accredited TAG Administrator submit a standard to be processed simultaneously as an international and national standard.

a) upon receipt by ANSI of the PINS and waiver forms, an announcement of the intent to initiate canvass shall be placed in *Standards Action*;

b) when the CD is circulated for ballot, the responsible ANSI staff person will complete a BSR-8 form and the CD will be announced in *Standards Action* for a two-month public review period. In addition, if the canvass list has not been circulated to the relevant standards board(s) for review and comment, it will be circulated at this time;

c) when the International DIS is circulated for ballot, ANSI staff will initiate another national two-month public review period. In addition, the accredited standards developer will be notified of the circulation of the DIS text and shall immediately conduct the canvass ballot.

## **Annex G**

### **Metric policy**

Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards.

## NOTES

---

## NOTES

## NOTES



American National Standards Institute

11 West 42nd Street

New York, NY 10036